



## Staff Services Analyst (General) TRANSFER EXAM ANNOUNCEMENT CONTINUOUS FILING

**WHO SHOULD APPLY:** This is a transfer examination for the California Department of Corrections and Rehabilitation (CDCR). Admission to the Staff Services Analyst (SSA) Transfer Exam is limited to current CDCR employees who meet the requirements to laterally transfer to the SSA classification and/or all State employees who meet the requirements AND have a bona fide job offer with CDCR.

Most other state departments administer the SSA Transfer Exam also. If a current state employee is successful in the exam, the result is entered into the State Personnel's Board online system for use by all state departments. However, if you wish to apply and take the exam with other state departments (including California Correctional Health Care Services), you must contact their testing unit and complete their required forms.

**HOW TO APPLY: DO NOT** submit a Standard State Application (STD. Form 678). You must complete the "Request for Transfer Exam Staff Services Analyst (General)" application at the end of this announcement. You may mail or deliver in-person the completed one page application to:

California Department of Corrections and Rehabilitation  
Office of Workforce Planning and Selection  
1515 S Street, Room 100-S  
Sacramento, CA 95811

Institutions/Facility Personnel Offices no longer accept applications for the SSA Transfer Exam.

**FILING PERIOD:** Applications will be accepted continuously.

**WRITTEN TEST DATE:** Written tests will be scheduled as the number of candidates and conditions warrant. Candidates will receive written notice of testing no less than five (5) working days before their scheduled date.

**SPECIAL TESTING INFORMATION:** If you need reasonable accommodation to take the written exam, mark the appropriate box on the "Request for Transfer Exam Staff Services Analyst (General)" application. You will be contacted by the Office of Workforce Planning and Selection for specific testing arrangements. This examination is now offered in braille.

**SALARY RANGES: As of May 18, 2012:**

**Range A: \$2,817 - \$3,426 per month**

This range shall apply to those individuals who do not meet the criteria for Range B or Range C.

**Range B: \$3,050 - \$3,708 per month**

This range shall apply to persons who have satisfactorily completed the equivalent to six months of Staff Services Analyst (General) or Staff Services Analyst, Fair Political Practices Commission, or Management Services Technician (Range B), and may apply to persons who have the equivalent of six months of satisfactory experience outside of State service performing analytical personnel, budget, or administrative duties similar to those of a Staff Services Analyst (General).

**Range C: \$3,658 - \$4,446 per month**

This range shall apply to persons who have graduated from a recognized four-year accredited college or university; or who satisfactorily completed the equivalent of 12 months of Staff Services Analyst (Range B) or Staff Services Analyst, Fair Political Practices Commission (Range B), experience; and may apply to persons who have the equivalent of 18 months of satisfactory experience outside the State service performing analytical personnel, budget, or administrative duties similar to those of Staff Services Analyst (General).

**MINIMUM REQUIREMENTS FOR ADMITTANCE TO THE SSA TRANSFER EXAMINATION:** To qualify for the SSA Transfer Exam, applicants must meet the requirements to laterally transfer to the SSA classification. Eligibility is based on a number of factors including highest permanent list appointment, current pay and/or range within classification, level of duties and responsibility, plus other applicable criteria. State Personnel Board Rules 425, 430-433, 435 and 444 contain provisions for lateral transfer.

**EXAMINATION INFORMATION:** The exam will consist of a written test weighted pass or fail. A passing score on the exam qualifies the candidate for transfer to the SSA classification indefinitely. Candidates who do not pass the exam (including those who do not appear for their scheduled exam) must wait six (6) months before they can test again.

**WRITTEN TEST SCOPE:**

1. Quantitative Analysis
2. Data Analysis and Interpretation
3. Workload Management/Project Management Scenarios

**QUESTIONS:** Questions regarding the SSA Transfer Exam can be emailed to CDCR's Exam Help desk at [ExamHelpDesk@cdcr.ca.gov](mailto:ExamHelpDesk@cdcr.ca.gov). To ensure a timely response, please enter "SSA Transfer Exam" as the subject.

## REQUEST FOR TRANSFER EXAM STAFF SERVICES ANALYST (GENERAL)

NAME (Last)	(First)	(M.I.)	SOCIAL SECURITY NUMBER**
MAILING ADDRESS (Number)			WORK TELEPHONE NUMBER
(Street)			( )
(Apt.#)			HOME TELEPHONE NUMBER
(City)			( )
(State)			
(Zip Code)			

**THE FOLLOWING QUESTIONS MUST BE ANSWERED COMPLETELY:**

1. Are you now employed by the California Department of Corrections and Rehabilitation or California Correctional Health Care Services? ☐ Yes ☐ No
2. Current Position Number: \_\_\_\_\_
3. Current Job Classification: \_\_\_\_\_
4. Current Office: \_\_\_\_\_
5. Current Institution or Facility or Location: \_\_\_\_\_
6. Do you need a reasonable accommodation to take a written test?  
(If Yes, you will be contacted to provide documentation and make specific arrangements) ☐ Yes ☐ No

SIGNATURE

DATE

**APPLICANTS: DO NOT WRITE IN THE SPACE BELOW – FOR HUMAN RESOURCES USE ONLY**

PERSONNEL		SELECTION	
Highest A01, A20, A21, A22 Classification		Date Scheduled	
Appointment Date		Date Notified	
Tenure		Date Tested	
Time Base			
<input type="checkbox"/> ACCEPTED <input type="checkbox"/> DENIED		<input type="checkbox"/> PASSED <input type="checkbox"/> FAILED	
Verified By		Date Score Entered	
		Date Results Sent	
Signature		Scored By	
		Signature	

**\*\*Privacy Statement**

Applicant's Social Security Number is required to verify civil service eligibility for the SSA Transfer Exam, and is requested by the Department of Corrections and Rehabilitation's Office of Workforce Planning and Selection and Office of Personnel Services, per State Personnel Board Rule 174.